



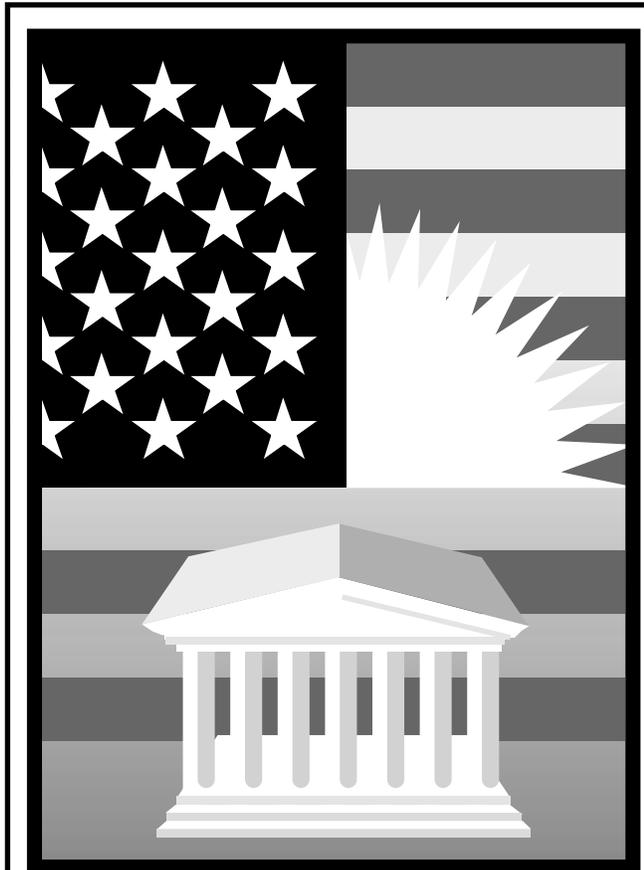
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Mutual Fund Distributions

For use in preparing
1999 Returns



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Important Changes for 1999

Reporting capital gain distributions. For 1999, if your only capital gains are capital gain distributions from mutual funds (or other regulated investment companies), you may not need to file Schedule D. Instead, the gains generally can be reported directly on Form 1040, line 13. A worksheet in the Form 1040 instructions is used to figure the tax. This simpler method of reporting is discussed under *How To Report*.

Photographs of missing children. The Internal Revenue Service is a proud partner with the National Center for Missing and Exploited Children. Photographs of missing children selected by the Center may appear in this publication on pages that would otherwise be blank. You can help bring these children home by looking at the photographs and calling 1-800-THE-LOST (1-800-843-5678) if you recognize a child.

Important Reminder

Reporting dividends on Schedule B. Report in Part II of Schedule B (Form 1040) only ordinary dividends, not capital gain distributions or nontaxable distributions. Reporting dividends is discussed under *How To Report*.

Introduction

This publication provides federal income tax information for individual shareholders of mutual funds, including money market funds. It explains how to report distributions paid or allocated to you by a mutual fund and any expenses connected with your investment. It also explains how to figure and report your

gain or loss when you sell, exchange, or redeem your mutual fund shares. A comprehensive example, with filled-in forms, appears at the end of the publication.

A mutual fund is a regulated investment company generally created by "pooling" funds of investors to allow them to take advantage of a diversity of investments and professional management. A money market fund is a mutual fund that tries to increase current income available to shareholders by buying short-term market investments. Money market funds pay dividends and should not be confused with bank money market accounts that pay interest.

Qualified retirement plans. The rules in this publication do not apply to mutual fund shares held in individual retirement arrangements (IRAs), H.R. 10 (Keogh) plans, section 401(k) plans, and other qualified retirement plans. The value of the mutual fund shares and earnings allocated to you are included in your retirement plan assets and stay tax free until the plan distributes them to you. The tax rules that apply to retirement plan distributions are explained in the following publications.

- Publication 560, *Retirement Plans for Small Business (SEP, SIMPLE, and Keogh Plans)*.
- Publication 571, *Tax-Sheltered Annuity Programs for Employees of Public Schools and Certain Tax-Exempt Organizations*.
- Publication 575, *Pension and Annuity Income*.
- Publication 590, *Individual Retirement Arrangements (IRAs) (Including Roth IRAs and Education IRAs)*.
- Publication 721, *Tax Guide to U.S. Civil Service Retirement Benefits*.

Useful Items

You may want to see:

Publication

- 550** Investment Income and Expenses

Form (and Instructions)

- Schedule B (Form 1040)** Interest and Ordinary Dividends
- Schedule D (Form 1040)** Capital Gains and Losses
- Schedule 1 (Form 1040A)** Interest and Ordinary Dividends for Form 1040A Filers
- 1099-B** Proceeds from Broker and Barter Exchange Transactions
- 1099-DIV** Dividends and Distributions
- 2439** Notice to Shareholder of Undistributed Long-Term Capital Gains
- 4952** Investment Interest Expense Deduction

See *How To Get More Information* near the end of this publication for information about getting these publications and forms.

Tax Treatment of Distributions

A distribution you receive from a mutual fund may be an ordinary dividend, a capital gain distribution, an exempt-interest dividend, or a nontaxable return of capital. The fund will send you a Form 1099-DIV or similar statement telling you the kind of distribution you received. This section discusses the tax treatment of each kind of distribution, describes how to treat reinvested distributions, and explains how to report distributions on your return.



You may be treated as having received a distribution of capital gains even if the fund does not distribute them to you. See Undistributed capital gains under Capital Gain Distributions.

Community property states. If you are married and receive a distribution that is community income, one-half of the distribution is generally considered to be received by each spouse. If you file separate returns, you must each report one-half of any taxable distribution. Get Publication 555, *Community Property*, for more information on community income.

If the distribution is not considered community income under state law and you and your spouse file separate returns, each of you must report your separate taxable distributions.

Share certificate in two or more names. If two or more persons, such as you and your spouse, hold shares as joint tenants, tenants by the entirety, or tenants in common, distributions on those shares are considered received by each of you to the extent provided by local law.

Certain year-end dividends received in January. Dividends declared and made payable by mutual funds in October, November, or December are considered received by shareholders on December 31 of that year even if the dividends are actually paid during January of the following year.

Tax-exempt mutual fund. Distributions from a tax-exempt mutual fund (one that invests primarily in tax-exempt securities) may consist of ordinary dividends, capital gain distributions, undistributed capital gains, or return of capital like any other mutual fund. These distributions generally are treated the same as distributions from a regular mutual fund.

Distributions designated as exempt-interest dividends are not taxable. (See *Exempt-Interest Dividends*, later.)

Ordinary Dividends

An ordinary dividend is a distribution by a mutual fund out of its earnings and profits. Include ordinary dividends that you receive from a mutual fund as dividend income on your individual income tax return.

Ordinary dividends are the most common type of dividends. They will be reported in box 1 of the Form 1099-DIV or on a similar statement you receive from the mutual fund.

Capital Gain Distributions

These distributions are paid by mutual funds from their net realized long-term capital gains. The Form 1099-DIV (box 2a) or the fund's statement will tell you the amount you are to report as a capital gain distribution. Report capital gain distributions as long-term capital gains on your return regardless of how long you have owned the shares in the mutual fund.

Undistributed capital gains. Mutual funds may keep some of their long-term capital gains and pay taxes on those undistributed amounts. You must report your share of these amounts as long-term capital gains, even though you did not actually receive a distribution. You can take a credit for any tax paid because you are considered to have paid it.

Form 2439. The fund will send you Form 2439, showing your share of the undistributed capital gains in box 1a and any tax paid by the mutual fund in box 2. The undistributed capital gain is not reported on Form 1099-DIV.

Attach Copy B of Form 2439 to your return. Keep Copy C for your records.

Increase to basis. When a mutual fund allocates undistributed capital gains to you, you must increase your basis in the shares. See *Adjusted Basis*, later.

Exempt-Interest Dividends

A mutual fund may pay exempt-interest dividends to its shareholders if it meets certain requirements. These dividends are paid from tax-exempt interest earned by the fund. Since the exempt-interest dividends keep their tax-exempt character, do not include them in income. However, you may need to report them on your return. See *Information reporting requirement*, next. The mutual fund will send you a statement within 60 days after the close of its tax year showing your exempt-interest dividends. Exempt-interest dividends are not shown on Form 1099-DIV.

Information reporting requirement. Although exempt-interest dividends are not taxable, you must report them on your tax return if you are required to file. This is an information reporting requirement and does **not** convert tax-exempt interest to taxable interest. Also, this income is generally a "tax preference item" and may be subject to the alternative minimum tax. If you receive exempt-interest dividends, you should get Form 6251, *Alternative Minimum Tax — Individuals*, for more information.

Return of Capital (Nontaxable) Distributions

A distribution that is not out of earnings and profits is a return of your investment, or capital, in the mutual fund and is shown in box 3 of Form 1099-DIV. These return of capital distributions are generally not taxed and are sometimes called tax-free dividends or nontaxable distributions.

A return of capital distribution reduces your basis in the shares. Basis is explained later. Your basis cannot be reduced below zero. If your basis is zero, you must report the return of capital distribution on your tax return as a capital gain. Report this capital gain on

Schedule D (Form 1040). Whether it is a long-term or short-term capital gain depends on how long you held the shares.

Example. You bought shares in a mutual fund in 1995 for \$12 a share. In 1996, you received a return of capital distribution of \$5 a share. You reduced your basis in each share by \$5 to an adjusted basis of \$7. In 1997, you received a return of capital distribution of \$1 per share and further reduced your basis in each share to \$6. In 1998, you received a return of capital distribution of \$2 per share. Your basis was reduced to \$4. In 1999, the return of capital distribution from the mutual fund was \$5 a share. You reduce your basis in each share to zero and report the excess (\$1 per share) as a long-term capital gain on Schedule D.

Reinvestment of Distributions

Most mutual funds permit shareholders to automatically reinvest distributions in more shares in the fund, instead of receiving cash. You must report the reinvested amounts the same way as you would report them if you received them in cash. This means that reinvested ordinary dividends and capital gain distributions generally must be reported as income. Reinvested exempt-interest dividends generally are not reported as income. Reinvested return of capital distributions are reported as explained under the discussion above. See *Keeping Track of Your Basis*, later, to determine the basis of the additional shares.

How To Report

You must report mutual fund distributions on Form 1040 or Form 1040A. You cannot report mutual fund distributions on Form 1040EZ.

You **cannot** use Form 1040A and **must** use Form 1040 in any of the following situations.

- You received a capital gain distribution.
- You received a return of capital distribution that is more than your basis in your mutual fund shares.
- You must report an undistributed capital gain.

Form 1040A. If you file Form 1040A, report your ordinary dividend distributions on line 9 and your exempt-interest dividends on line 8b. If the total of the ordinary dividends you received is more than \$400 or you received ordinary dividends as a nominee, first report the ordinary dividends in Part II of Schedule 1, on line 5. Report the total from line 6 of that schedule on line 9 of Form 1040A. Attach Schedule 1 to your return.

Form 1040. If you file Form 1040, report your ordinary dividend distributions on line 9 and your exempt-interest dividends on line 8b. If the total of the ordinary dividends you received is more than \$400 or you received ordinary dividends as a nominee, first report the ordinary dividends in Part II of Schedule B, on line 5. Report the total from line 6 of that schedule on line 9 of Form 1040. Attach Schedule B to your return.



Do not include capital gain distributions as dividend income on Form 1040 or Schedule B.

Capital gain distributions. If you received capital gain distributions, you report them either directly on Form 1040, line 13, or on Schedule D, line 13, depending on your situation. Report them on Schedule D, line 13, unless all of the following are true.

- 1) The only amounts you would have to report on Schedule D are capital gain distributions from box 2a of Form 1099-DIV (or similar statement).
- 2) You do not have an amount in box 2b, 2c, or 2d of any Form 1099-DIV (or similar statement).
- 3) If you file Form 4952, the amount on line 4e of that form is not more than zero.

If all of the above statements are true, report your capital gain distributions directly on line 13 of Form 1040 and check the box on that line. Also use the *Capital Gain Tax Worksheet* in the Form 1040 instructions to figure your tax.

Undistributed capital gains. To report undistributed capital gains, you must complete Schedule D and attach it to your return. Report these gains on line 11 and attach Copy B of Form 2439 to your return. Report the tax paid by the mutual fund on these gains on Form 1040, line 63, and check box a on that line.

Table 1. See *Table 1* for more information on where to report your mutual fund distributions on Form 1040.

Table 1. Reporting Mutual Fund Distributions on Form 1040

IF you receive...	AND...	THEN report the distribution on...
Ordinary dividends (Form 1099-DIV, box 1)	Your total ordinary dividends received are \$400 or less	Form 1040, line 9
	<ul style="list-style-type: none"> • Your total ordinary dividends received are more than \$400, or • You received ordinary dividends as a nominee 	Schedule B, line 5
Capital gain distributions (Form 1099-DIV, boxes 2a–2d)	You have to file Schedule D	Schedule D, line 13, column (f)
	You do not have to file Schedule D	Form 1040, line 13, and Capital Gain Tax Worksheet, line 2
	You have unrecaptured section 1250 gain (box 2c)	Schedule D, line 25 (See Schedule D instructions)
	You have Section 1202 gain (box 2d)	See Schedule D instructions
Return of capital (nontaxable) distributions (Form 1099-DIV, box 3)		Generally, not reported ¹
Exempt-interest dividends (Not shown on Form 1099-DIV)		Form 1040, line 8b
Undistributed capital gains (Form 2439, boxes 1a–1d)	You have total undistributed capital gains (box 1a)	Schedule D, line 11, column (f)
	You have unrecaptured section 1250 gain (box 1c)	Schedule D, line 25 (See Schedule D instructions)
	You have Section 1202 gain (box 1d)	See Schedule D instructions

¹Report any amount in excess of your basis in your mutual fund shares on Schedule D, line 8, column (f) (or on Schedule D, line 1, if you held your mutual fund shares one year or less).

Nominees. If you received a Form 1099-DIV or Form 2439 as a nominee (that is, it includes amounts that actually belong to someone else, other than your spouse), you must file a Form 1099-DIV or Form 2439 with the Internal Revenue Service and give the actual owner a copy. See the instructions for Forms 1099 or Form 2439 for details.

If you received an ordinary dividend distribution as a nominee, report it on line 5 of Schedule B (Form 1040) or Schedule 1 (Form 1040A). Under your last entry on line 5, put a subtotal of all ordinary dividends listed. Below this subtotal, enter "Nominee Distribution" and show the total ordinary dividends you received as a nominee. Subtract this amount from the subtotal and enter the result on line 6.

If you received a capital gain distribution or were allocated an undistributed capital gain as a nominee, report only the amount that belongs to you on Form 1040, line 13, or on Schedule D, whichever is appropriate. Attach a statement to your return showing the full amount you received or were allocated and the amount you received or were allocated as a nominee.

Foreign tax deduction or credit. Some mutual funds invest in foreign securities or other instruments. Your mutual fund may choose to allow you to claim a deduction or credit for the taxes it paid to a foreign country or U.S. possession. The fund will notify you if this applies to you. The notice will include your share of the foreign taxes paid to each country or possession and the part of the dividend derived from sources in each country or possession.

You may be able to claim a credit for income tax paid to a foreign country. However, it may be to your benefit to treat the tax as an itemized deduction on Schedule A (Form 1040). For more information on claiming a foreign tax deduction or credit, get Publication 514, *Foreign Tax Credit for Individuals*.

Keeping Track of Your Basis

You should keep track of your basis in mutual fund shares because you need the basis to figure any gain or loss on the shares when you sell, exchange, or redeem them.

Original basis depends on how you acquired the shares. Your original basis is adjusted (increased or decreased) by certain events. You must keep accurate records of all events that affect basis so you can figure the proper amount of gain or loss.

Shares Acquired by Purchase

The original basis of mutual fund shares you bought is usually their cost or purchase price. The purchase price usually includes any commissions or load charges paid for the purchase.

Example. You bought 100 shares of Fund A for \$10 a share. You paid a \$50 commission to the broker for the purchase. Your cost basis for each share is \$10.50 ($\$10.50 \div 100$).



When you buy or sell shares in a fund, keep the confirmation statements you receive. The statements show the price you paid for the shares when you bought them and the price you received for the shares when you disposed of them. The information from the confirmation statement when you purchased the shares will help you figure your basis in the fund.

Commissions and load charges. The fees and charges you pay to acquire or redeem shares of a mutual fund are not deductible. You can usually add acquisition fees and charges to your cost of the shares and thereby increase your basis. A fee paid to redeem the shares is usually a reduction in the redemption price (sales price).

You cannot add your entire acquisition fee or load charge to the cost of mutual fund shares if all of the following conditions apply.

- 1) You get a reinvestment right because of the purchase of the shares or the payment of the fee or charge.
- 2) You dispose of the shares within 90 days of the purchase date.
- 3) You acquire new shares in the same mutual fund or another mutual fund, for which the fee or charge is reduced or waived because of the reinvestment right.

The amount of the original load charge in excess of the reduction in (3) is added to the cost of the original shares. The rest of the original load charge is added to the cost basis of the new shares (unless all three conditions above apply to the purchase of the new shares).

Reinvestment right. This is the right to acquire mutual fund shares in the same or another mutual fund without paying a fee or load charge, or by paying a reduced fee or load charge.

Shares Acquired by Reinvestment

The original cost basis of mutual fund shares you acquire by reinvesting your distributions is the amount of the distributions used to purchase each full or fractional share. This rule applies even if the distribution is an exempt-interest dividend that you do not report as income.



When you acquire shares through reinvestment, keep the statements that show each date, amount, and number of full or fractional shares purchased. Keep track of any adjustments to basis of the shares as they occur.



TIP Generally, you must know the basis *per share* to compute gain or loss when you dispose of the shares. This is explained later under Identifying the Shares Sold.

Shares Acquired by Gift

To determine your original basis of mutual fund shares you acquired by gift, you must know:

- The donor's adjusted basis,
- The date of the gift,

- The fair market value (the last quoted public redemption price) of the shares at the time of the gift, and
- Any gift tax paid on the gift of the shares.

Fair market value less than donor's adjusted basis. If the fair market value (FMV) of the shares at the time of the gift was less than the adjusted basis to the donor at the time of the gift, your basis for *gain* on their disposition is the donor's adjusted basis. Your basis for *loss* is the FMV of the shares at the time of the gift. In this situation, it is possible to sell the shares at neither a gain nor a loss because of the basis you have to use.

Example. You are given mutual fund shares with an adjusted basis of \$10,000 at the time of the gift. The FMV of the shares at the time of the gift is \$9,000. You later sell the shares for \$9,500. The basis for figuring a gain is \$10,000, so there is no gain. There also is no loss, since the basis for figuring a loss is \$9,000. In this situation, you have neither a gain nor a loss.

Fair market value equal to or more than donor's adjusted basis. If the FMV of the shares at the time of the gift was equal to or more than the donor's adjusted basis at the time of the gift, your basis is the donor's adjusted basis at the time of the gift, plus all or part of any gift tax paid on the gift, depending on the date of the gift.

For information on figuring the amount of gift tax to add to your basis, see *Property Received as a Gift* in Publication 551, *Basis of Assets*.

Shares Acquired by Inheritance

If you inherited shares in a mutual fund, your original basis is generally the fair market value (FMV) (the last quoted public redemption price) on the date of the decedent's death, or the alternate valuation date if chosen for estate tax purposes.

Community property states. In community property states, you and your spouse generally are considered to each own half the estate (excluding separate property). If one spouse dies and at least half of the community interest is includable in the decedent's gross estate (whether or not the estate is required to file a return), the FMV of the community property at the date of death becomes the basis of both halves of the property.

For example, if the FMV of the entire community interest in a mutual fund is \$100,000, the basis of the surviving spouse's half of the shares is \$50,000. The basis of the heirs' half of the shares also is \$50,000.

In determining the basis of assets acquired from a decedent, property held in joint tenancy is community property if its status was community property under state law. Community property state laws override joint tenancy rules. This is true regardless of the form in which title was taken.

Shares you gave the decedent. A different basis rule applies to inherited shares that you or your spouse gave the decedent within the one-year period ending on the date of the decedent's death if, on the date of the gift, the shares were *appreciated property*. In this situation, the basis of the inherited shares is the decedent's adjusted basis in them imme-

Sales, Exchanges, and Redemptions

When you sell, exchange, or redeem your mutual fund shares, you will generally have a taxable gain or a deductible loss. This includes shares in a tax-exempt mutual fund. The amount of the gain or loss is the difference between your adjusted basis in the shares and the amount you realize from the sale, exchange, or redemption. This is explained further under *Gains and Losses*.

In general, a sale is a transfer of shares for money only. An exchange is a transfer of shares in return for other shares. A redemption occurs when a fund reacquires its shares. Sales, exchanges, and redemptions are all treated as taxable sales of capital assets.



When you sell shares in a fund, keep the confirmation statement you receive. The statement shows the price you received for the shares and other information you need to report gain or loss on your return.

Exchange of shares in one mutual fund for shares in another mutual fund. Any exchange of one fund for another fund is a taxable exchange. This is true even if you exchange shares in one fund for shares in another fund within the same family of funds. Report any gain or loss on the shares you gave up as a capital gain or loss in the year in which the exchange occurs. Usually, you can add any service charge or fee paid in connection with an exchange to the cost of the shares acquired. For an exception, see *Commissions and load charges*, earlier, under *Keeping Track of Your Basis*.

Information returns. Mutual funds and brokers must report proceeds from sales, exchanges, or redemptions to the Internal Revenue Service. They must give each customer a written statement with that information by January 31 of the year following the calendar year the transaction occurred. Form 1099-B, or a substitute, may be used for this purpose.

Report your sales shown on Form(s) 1099-B (or substitute) on Schedule D (Form 1040) along with your other gains and losses. If the total of the sales price amounts reported on Form(s) 1099-B in box 2 is **more** than the total you report on lines 3 and 10 of Schedule D, attach a statement to your return explaining the difference.

Taxpayer identification number. You must give the broker your correct taxpayer identification number (TIN). Generally, an individual will use his or her social security number as the TIN. If you do not provide your TIN, your broker is required to withhold tax at a rate of 31% on the gross proceeds of a transaction, and you may be penalized.

Identifying the Shares Sold

To figure your gain or loss when you dispose of mutual fund shares, you need to determine which shares were sold and the basis of those shares. If your shares in a mutual fund were acquired all on the same day and for the same price, figuring their basis is not difficult. However, shares are generally acquired at various times, in various quantities, and at various prices. Therefore, the process can be

more difficult. You may choose to use either a cost basis or an average basis.

Cost Basis

You can figure your gain or loss using a cost basis only if you did not previously use an average basis for a sale, exchange, or redemption of other shares in the same mutual fund.

To figure cost basis, you can choose one of the following methods.

- Specific share identification.
- First-in first-out (FIFO).

Specific share identification. If you can definitely identify the shares you sold, you can use the adjusted basis of those particular shares to figure your gain or loss.

You will adequately identify your mutual fund shares, even if you bought the shares in different lots at various prices and times, if you:

- 1) Specify to your broker or other agent the particular shares to be sold or transferred **at the time of the sale or transfer**, and
- 2) Receive confirmation of your specification from your broker **in writing** within a reasonable time.

The confirmation by the mutual fund must confirm that you instructed your broker to sell particular shares. You continue to have the burden of proving your basis in the specified shares at the time of sale or transfer.

First-in first-out (FIFO). If the shares were acquired at different times or at different prices and you cannot identify which shares you sold, use the basis of the shares you acquired first as the basis of the shares sold. Therefore, the oldest shares still available are considered sold first. You should keep a separate record of each purchase and any dispositions of the shares until **all** shares purchased at the same time have been disposed of completely.

Table 3 illustrates the use of cost basis under the FIFO method to figure the basis of shares sold, compared with the use of average basis (discussed next) under the single-category method.

Average Basis

You can figure your gain or loss using an average basis only if you acquired the shares at various times and prices, and you left the shares on deposit in an account handled by a custodian or agent who acquires or redeems those shares.

To figure average basis, you can use one of the following methods.

- Single-category method.
- Double-category method.

Once you elect to use an average basis, you must continue to use it for all accounts in the same fund. (You must also continue to use the same method.) However, you may use the cost basis (or a different method of figuring the average basis) for shares in other funds, even those within the same family of funds.

Example. You own two accounts that hold shares of the income fund issued by Company A. You also own 100 shares of the

growth fund issued by Company A. If you elect to use average basis for the first account of the income fund, you must use average basis for the second account. However, you may use cost basis for the growth fund.



You may be able to find the average basis of your shares from information provided by the fund.

Single-category method. In the single-category method, you find the average cost of **all** shares owned at the time of each disposition, regardless of how long you owned them. Include shares acquired with reinvested dividends or capital gain distributions.

Table 3 illustrates the use of average basis under the single-category method to figure the basis of shares sold, compared with the use of cost basis (discussed earlier) under the FIFO method.

Even though you use only one category to compute basis, you may have short-term or long-term gains or losses. To determine your holding period, the shares disposed of are considered to be those acquired first.

Example. You bought 400 shares in the LJO Mutual Fund: 200 shares on May 15, 1998, and 200 shares on May 15, 1999. On November 11, 1999, you sold 300 shares. The basis of all the shares sold is the same, but the holding period of 200 shares is long-term and the holding period of 100 shares is short-term.

How to figure the basis of shares sold. Follow these steps.

- 1) **ADD:** Cost of all shares owned. (For other than your first sale, add the remaining basis of the shares you owned after the last sale and the cost or other basis of shares acquired since that sale.)
- 2) **DIVIDE:** Result of (1) by the number of shares owned. This is your **average basis per share**.
- 3) **MULTIPLY:** Result of (2) by the number of shares sold. This is the basis of shares sold.

Example 1. You bought the following shares in the LJP Mutual Fund: 100 shares in 1996 at \$10 per share; 100 shares in 1997 at \$12 per share; and 100 shares in 1998 at \$26 per share. On May 16, 1999, you sold 150 shares. The basis of shares sold is \$2,400 (\$16 per share), computed as follows.

1) Total cost	
(\$1,000 + \$1,200 + \$2,600)	\$4,800
2) Average basis per share	
(\$4,800 ÷ 300)	\$16
3) Basis of shares sold	
(\$16 × 150)	\$2,400

Remaining shares. The average basis of the shares you still hold after a sale of some of your shares is the same as the average basis of the shares sold. The next time you make a sale, your average basis will still be the same, unless you have acquired additional shares (or have made a subsequent adjustment to basis).

Example 2. Using the same facts as in *Example 1*, assume you sold an additional 50 shares on December 15, 1999. You would not recompute the average basis of the 150 shares you owned at that time because no shares were acquired or sold since the last

sale; rather, your basis is the \$16 per share computed earlier.

Example 3. Using the same facts as in Example 1, assume you bought an additional 150 shares at \$14 a share on September 19, 1999, and then sold 50 shares on December 15, 1999. The basis of the shares sold is \$750 (\$15 a share), computed as follows.

1) Basis of remaining shares (\$16 × 150)	\$2,400
2) Cost of shares acquired 9/19/99 (\$14 × 150)	\$2,100
3) Cost of all shares owned (\$2,400 + \$2,100)	\$4,500
4) Average basis per share (\$4,500 ÷ 300)	\$15
5) Basis of shares sold (\$15 × 50)	\$750

Double-category method. In the double-category method, all shares in an account at the time of each disposition are divided into two categories: short-term and long-term. Shares held one year or less are short-term. Shares held longer than one year are long-term.

The basis of each share in a category is the average basis for that category. This is the total remaining basis of all shares in that category at the time of disposition divided by the total shares in the category. You may specify, to the custodian or agent handling your account, from which category the shares are to be sold or transferred. The custodian or agent must confirm *in writing* your specification. If you do not specify or receive confirmation, you must first charge the shares sold against the long-term category and then charge any remaining shares sold against the short-term category.

Changing categories. After you have held a mutual fund share for more than one year, you must transfer that share from the short-term category to the long-term category. When you make the change, the basis of a transferred share is its actual cost or other basis to you or, if some of the shares in the short-term category have been disposed of, the average basis of the undisposed shares at the time of the most recent disposition from this category.

Making the choice. You choose to use the average basis of mutual fund shares by clearly showing on your income tax return, for each year the choice applies, that you used an average basis in reporting gain or loss from the sale or transfer of the shares. You must specify whether you used the single-category method or the double-category method in determining average basis. This choice is effective until you get permission from the IRS to revoke it.

Shares received as gift. If your account includes shares that you received by gift, and the fair market value of the shares at the time of the gift was not more than the donor's basis, special rules apply. You cannot choose to use the average basis for the account unless you submit a statement with your initial choice. It must state that the basis used in figuring the average basis of the gift shares will be the FMV at the time of the gift. This statement applies to gift shares received before and after making the choice, as long as the choice to use the average basis is in effect.

Table 3. How To Figure Basis of Shares Sold

This is an example showing two different ways to figure basis. It compares the cost basis (FIFO) method and the average basis (single-category) method.				
Date	Action	Share Price	No. of Shares	Total Shares Owned
02/4/98	Invest \$4,000	\$25	160	160
08/5/98	Invest \$4,800	\$20	240	400
12/16/98	Reinvest \$300 dividend	\$30	10	410
09/29/99	Sell \$6,720	\$32	210	200
COST BASIS (FIFO)				
		To figure the basis of the 210 shares sold on 9/29/99, use the share price of the first 210 shares you bought, namely the 160 shares you purchased on 2/4/98 and 50 of those purchased on 8/5/98.		
		\$4,000	(cost of 160 shares on 2/4/98)	
		+ \$1,000	(cost of 50 shares on 8/5/98)	
		Basis = \$5,000		
AVERAGE BASIS (single-category)				
		To figure the basis of the 210 shares sold on 9/29/99, use the average basis of all 410 shares owned on 9/29/99.		
		\$9,100	(cost of 410 shares)	
		÷ 410	(number of shares)	
		\$22.20	(average basis per share)	
		\$22.20		
		× 210		
		Basis = \$4,662		

Gains and Losses

You figure gain or loss on the disposition of your shares by comparing the **amount you realize** with the **adjusted basis** of your shares. If the amount you realize is more than the adjusted basis of the shares, you have a gain. If the amount you realize is less than the adjusted basis of the shares, you have a loss.

Amount you realize. The amount you realize from a disposition of your shares is the money and value of any property you receive for the shares disposed of, minus your expenses of sale (such as redemption fees, sales commissions, sales charges, or exit fees).

Adjusted basis. Adjusted basis is explained earlier under *Keeping Track of Your Basis*.

Wash sales. If you sell mutual fund shares at a loss and within 30 days before or after the sale you buy, acquire in a taxable exchange, or acquire a contract or option to buy **substantially identical** shares, you have a wash sale. You cannot deduct losses from wash sales.

In determining whether the shares are substantially identical, you must consider all the facts and circumstances. Ordinarily, shares issued by one company are not considered to be substantially identical to shares issued by another company.

For more information on wash sales, get Publication 550.

Reporting information from Form 1099-B.

Mutual funds and brokers report dispositions of mutual fund shares on Form 1099-B, or a substitute form containing substantially the same language. The form shows the amount of the sales price and indicates whether the amount reported is the gross amount or the net amount (gross amount minus commissions).

If your Form 1099-B or similar statement from the payer shows the gross sales price, do not subtract the expenses of sale from it when reporting your sales price in column (d) on Schedule D. Instead, report the gross amount in column (d) and increase your cost or other basis, column (e), by any expense of the sale. If your Form 1099-B shows that the gross sales price less commissions was reported to IRS, enter the net amount in column (d) of Schedule D and **do not** increase your basis in column (e) by the sales commission.

Example 1. You sold 100 shares of Fund HIJ for \$2,500. You paid a \$75 commission to the broker for handling the sale. Your Form 1099-B shows that the net sales proceeds, \$2,425 (\$2,500 - \$75), were reported to the IRS. Report this amount in column (d) of Schedule D.

Example 2. You sold 200 shares of Fund KLM for \$10,000. You paid a \$100 commission at the time of the sale. You bought the shares for \$5,000. The broker reported the gross proceeds to IRS on Form 1099-B, so you enter \$10,000 in column (d) of Schedule D and increase your basis in column (e) to \$5,100.

Note. Whether you use Schedule D's line 1 (for a short-term gain or loss) or line 8 (for a long-term gain or loss) depends on how long you held the shares, discussed next.

Holding Period

When you dispose of your mutual fund shares, you must determine your holding period. Determine your holding period by using the trade dates. The **trade date** is the date on which you contract to buy or sell the mutual fund shares. Most mutual funds will show the trade date on your purchase and sale confirmation statements.



Do not confuse the trade date with the settlement date, which is the date by which the mutual fund shares must be delivered and payment must be made.

Your holding period determines whether the gain or loss is a short-term capital gain or loss or a long-term capital gain or loss. If you hold the shares for one year or less, your gain or loss will be a short-term gain or loss. If you hold the shares for more than one year, your gain or loss will be a long-term gain or loss.

To find out how long you have held your shares, begin counting on the day after the day you bought the shares. (The day you bought the shares is the trade date.) The day you dispose of the shares (trade date) is also part of your holding period.

Example. If you bought shares on January 11, 1999 (trade date), and sold them on January 11, 2000 (trade date), your holding period would not be more than one year. If you sold them on January 12, 2000, your holding period would be more than one year (12 months plus 1 day).

Mutual fund shares received as a gift. If you receive a gift of mutual fund shares and your basis is determined by the donor's basis, your holding period is considered to have started on the same day that the donor's holding period started.

Inherited mutual fund shares. If you inherit mutual fund shares, you are considered to have held the shares for more than one year, regardless of how long you held them. Report the sale of inherited mutual fund shares on line 8 of Schedule D and write "Inherited" in column (b) instead of the date you acquired the shares.

Reinvested dividends. If your dividends are reinvested, the holding period of each new share begins the day after that share was purchased. Therefore, if you sell shares, you might have both short-term and long-term gains and losses.

Certain short-term losses. Special rules may apply if you have a short-term loss on the sale of shares on which you received an exempt-interest dividend or a capital gain distribution.

Exempt-interest dividends before short-term loss. If you received exempt-interest dividends on mutual fund shares that you held for 6 months or less and sold at a loss, you may claim only the part of the loss that is more than the exempt-interest dividends. On Schedule D, column (d), increase the sales price by the amount of exempt-interest dividends. Report the loss as a short-term capital loss.

Example. On January 8, 1999, you bought a mutual fund share for \$40. On February 3, 1999, the mutual fund paid a \$5 dividend from tax-exempt interest, which is not taxable to you. On February 12, 1999, you sold the share for \$34. If it were not for the tax-exempt dividend, your loss would be \$6 (\$40 - \$34). However, you must increase the sales price from \$34 to \$39 (to account for the \$5 portion of the loss that is not deductible). You can deduct only \$1 as a short-term capital loss.

Capital gain distribution before short-term loss. Generally, if you received capital gain distributions (or had to report undistributed capital gains) on mutual fund shares that you held for 6 months or less and sold at a loss, report only the part of the loss that is more than the capital gain distribution (or undistributed capital gain) as a short-term capital loss. The rest of the loss is reported as a long-term capital loss.

Example. On April 7, 1999, you bought a mutual fund share for \$20. On June 25, 1999, the mutual fund paid a capital gain distribution of \$2 a share, which is taxed as a long-term capital gain. On July 13, 1999, you sold the share for \$17.50. If it were not for the capital gain distribution, your loss would be a short-term loss of \$2.50. However, the part of the loss that is not more than the capital gain distribution (\$2) must be reported as a long-term capital loss. The remaining \$0.50 of the loss can be reported as a short-term capital loss.

How To Figure Net Gain or Loss

Separate your short-term gains and losses from your long-term gains and losses on all the mutual fund shares and other capital assets you disposed of during the year. Then determine your net short-term gain or loss and your net long-term gain or loss.

Net short-term capital gain or loss. Net short-term capital gain or loss is determined by adding the gains and losses from lines 1 through 6 in column (f) of Part I, Schedule D (Form 1040), *Capital Gains and Losses*. Line 7 is the net short-term capital gain or loss.

Net long-term capital gain or loss. Net long-term capital gain or loss is determined by adding the gains and losses from lines 8 through 14 in column (f) of Part II, Schedule

D (Form 1040). Line 16 is the net long-term capital gain or loss.

In figuring the net long-term capital gain or loss, you should include any undistributed capital gain you reported on line 11 of Schedule D and any capital gain distributions you reported on line 13 of Schedule D.

Total net gain or loss. The total net gain or loss is determined by combining the net short-term capital gain or loss on line 7 with the net long-term capital gain or loss on line 16. Enter the result on line 17 of Part III, Schedule D (Form 1040). If line 17 shows a gain, enter the amount on line 13 of Form 1040. If line 17 shows a loss, see *Limit on Capital Loss Deduction*, later.

Figuring Your Tax

If you are not required to file Schedule D, use the *Capital Gain Tax Worksheet*, in the Form 1040 instructions to figure your tax. See *How To Report*, earlier, to see whether you must file Schedule D.

If you are required to file Schedule D, you will need to use Part IV of Schedule D (Form 1040) to figure your tax if both of the following are true.

- 1) You have a net capital gain. You have a net capital gain if both lines 16 and 17 of Schedule D are gains. (Line 16 is your net long-term capital gain or loss. Line 17 is your net long-term capital gain or loss combined with any net short-term capital gain or loss.)
- 2) Your taxable income on Form 1040, line 39, is more than zero.

The tax rate on the part of your income that is net capital gain may be 10%, 15%, 20%, 25%, or 28%, or a combination of those rates, as shown in *Table 4*.

Limit on Capital Loss Deduction

If line 17 of Part III, Schedule D (Form 1040) shows a loss, your allowable capital loss deduction is the smaller of:

- 1) \$3,000 (\$1,500 if you are married and filing a separate return), or
- 2) Your total net loss shown on line 17 of Schedule D.

Enter your allowable loss on line 13 of Form 1040.

Table 4. What Is Your Capital Gain Tax Rate?

IF your net capital gain is from ...	THEN your capital gains rate is ...
Collectibles gain	28% ¹
Gain on qualified small business stock equal to the section 1202 exclusion	28% ¹
Unrecaptured section 1250 gain	25% ¹
Other gain, and your regular tax rate is 28% or higher	20%
Other gain, and your regular tax rate is 15%	10% ²

¹15%, if your regular tax rate is 15%.

²The 10% rate applies only to the part of your net capital gain that would be taxed at 15% if there were no capital gains rates.

Example. Bob and Gloria sold all of their shares in a mutual fund. The sale resulted in a capital loss of \$7,000. They had no other sales of capital assets during the year. On their joint return, they can deduct \$3,000, which is the smaller of their loss or the net capital loss limit.

If Bob and Gloria's capital loss had been \$2,000, their capital loss deduction would have been \$2,000, because it is less than the \$3,000 limit.

Capital loss carryover. If your total net loss is more than your allowable capital loss deduction, you may carry over the excess to later years until it is completely used up. To determine your capital loss carryover, subtract from your total net loss the lesser of:

- 1) Your allowable capital loss deduction for the year, or
- 2) Your taxable income increased by your allowable capital loss deduction for the year and by your deduction for personal exemptions.

If your deductions exceed your gross income, you start the computation in (2) above with a negative number.

Use the *Capital Loss Carryover Worksheet* in the Schedule D instructions to figure your capital loss carryover.

When carried over, the loss will keep its original character as long-term or short-term. Therefore, a long-term capital loss carried over from a previous year will offset long-term gains of the current year before it offsets short-term gains of the current year. For more information on figuring capital loss carryovers, get Publication 550.

Separate returns. Capital loss carryovers from separate returns are combined if you now file a joint return. However, if you once filed jointly and are now filing separately, a capital loss carryover from the joint return can be deducted only on the separate return of the spouse who actually had the loss.

Investment Expenses

You can generally deduct the expenses of producing taxable investment income. These include expenses for investment counseling and advice, legal and accounting fees, and investment newsletters. These expenses are deductible as miscellaneous itemized deductions to the extent that they exceed 2% of your adjusted gross income. See chapter 3 in Publication 550 for more information.

Interest paid on money to buy or carry investment property is also deductible. See *Limit on Investment Interest Expense*, later.

Publicly offered mutual funds. Most mutual funds are publicly offered. Expenses of publicly offered mutual funds are not treated as miscellaneous itemized deductions. This is because these mutual funds report only the net amount of investment income after your

share of the investment expenses has been deducted.

Nonpublicly offered mutual funds. If you own shares in a nonpublicly offered mutual fund during the year, you can deduct your share of the investment expenses on your Schedule A (Form 1040). Claim them as a miscellaneous itemized deduction to the extent your miscellaneous deductions exceed 2% of your adjusted gross income. Your share of the expenses will be shown in box 5 of Form 1099-DIV. A nonpublicly offered mutual fund is one that:

- 1) Is not continuously offered pursuant to a public offering,
- 2) Is not regularly traded on an established securities market, and
- 3) Is held by fewer than 500 persons at all times during the tax year.

Contact your mutual fund if you are not sure whether it is nonpublicly offered.

Expenses allocable to exempt-interest dividends. You cannot deduct expenses that are for the collection or production of exempt-interest dividends. Expenses must be allocated if they were for both taxable and tax-exempt income. One accepted method for allocating expenses is to divide them in the same proportion that each type of income from the mutual fund is to your total income from the fund. To find the part of the expenses that relates to the tax-exempt income, you must first divide your tax-exempt income by your total income. Then multiply your expenses by the result. You cannot deduct this part.

Example. William received \$600 in dividends from his mutual fund: exempt-interest dividends of \$480 and taxable dividends of \$120. In earning this income, he had a \$50 expense for a newsletter on mutual funds. William divides the exempt-interest dividends by the total dividends to figure the part of the expense that is not deductible. Therefore, 80% ($\$480 \div \600) of William's expense is for exempt-interest income. He cannot deduct \$40 (80% of \$50) of the expense. William may claim the balance of the expense, \$10, as a miscellaneous itemized deduction subject to 2% of his adjusted gross income. That is the part of the expense allocable to the taxable dividends.

Limit on Investment Interest Expense

The amount you can deduct as investment interest expense may be limited in two different ways. First, you may not deduct the interest on money you borrow to buy or carry shares in a mutual fund that distributes only exempt-interest dividends. If the fund also distributes taxable dividends, you must allocate the interest between the taxable and nontaxable income. Allocate the interest as

explained under *Expenses allocable to exempt-interest dividends*.

Second, your deduction for investment interest expense is limited to the amount of your net investment income.

Net investment income. This is figured by subtracting your investment expenses other than interest from your investment income. For this purpose, do not include any income or expenses taken into account to figure gain or loss from passive activities.

Investment income. Investment income generally includes gross income derived from property held for investment (such as interest, dividends, annuities, and royalties). It generally does not include net capital gain derived from disposing of investment property or capital gain distributions from mutual fund shares. However, you can choose to include part or all of your net capital gain in investment income. For information on this choice, see chapter 3 of Publication 550.

Investment expenses. Investment expenses include all income-producing expenses relating to the investment property, other than interest expenses, that are allowable deductions after subtracting 2% of adjusted gross income. In computing the amount over the 2% limit, miscellaneous expenses that are not investment expenses are disallowed before any investment expenses are disallowed.

For information on the 2% limit, get Publication 529, *Miscellaneous Deductions*. For more information on passive activity losses, get Publication 925, *Passive Activity and At-Risk Rules*.

Example. Jane, a single taxpayer, has investment income for the year of \$12,000. Jane's investment expenses (other than interest expense) directly connected with the production of income were \$980 after subtracting the 2% limit on miscellaneous itemized deductions. Jane incurred \$12,500 of investment interest expense during the year. She had no passive activity losses. Jane figures net investment income and the limit on her investment interest expense deduction as follows:

Total investment income	\$12,000
Subtract: Investment expenses (other than interest)	— 980
Net investment income	\$11,020

For the year, Jane's investment interest expense deduction is limited to \$11,020 (her net investment income). The disallowed interest expense of \$1,480 ($\$12,500 - \$11,020$) can be carried forward to the following year as explained next under *Carryover*.

Carryover. You can *carry forward* to the next tax year the investment interest that you cannot deduct because of the limit. You can deduct the interest carried forward to the extent that your net investment income exceeds your investment interest in that later year.

Form 4952. Use Form 4952 to figure your investment interest expense deduction. For more information about investment interest expense, get Publication 550.

Comprehensive Example

Robert and Janice Martin have the following four sources of investment income to report on their 1999 tax return. Their Schedules B and D (Form 1040) are shown later.

- 1) \$1,250 gain from the sale of 200 shares of Mutual Fund S on October 7, 1999. They received Form 1099-B, and they report the sale on Schedule D (Form 1040).

Robert and Janice purchased these shares in 1985 at \$10 each. They received some return of capital distributions in 1987, 1988, and 1996 that reduced their basis in the shares. The Martins never reinvested any of the distributions from this fund, and they received no 1999 distributions before the sale.

- 2) \$265 in ordinary dividends and \$61 in capital gain distributions from Mutual Fund R. They received Form 1099-DIV. They report the capital gain distributions on Schedule D (Form 1040) because they have other capital transactions. They report the ordinary dividends on Schedule B (Form 1040) because their total ordinary dividends were over \$400.

Robert and Janice invested \$3,800 in this fund in June 1999 and received 153.16 shares that cost \$24.81 per share. They requested that all of their distributions be reinvested in more

shares of the fund. On December 30, 1999, they acquired an additional 13.03 shares at \$25.01 per share from their reinvested dividends.

- 3) \$101 of exempt-interest dividends from Mutual Fund X. They receive a statement from the fund, and they report this nontaxable amount on line 8b of Form 1040.

The Martins invested \$2,600 in this fund in April 1997 and received 87.54 shares at \$29.70 per share. They received exempt-interest dividends of \$92 in 1997 and \$107 in 1998.

- 4) \$237 in ordinary dividends from 100 shares of common stock in Green Publishing Company. They received Form 1099-DIV, and they report the dividends on Schedule B (Form 1040).

Robert and Janice bought this stock in 1985 for \$10.29 per share.

Mutual Fund Record. Robert and Janice keep track of all their basis adjustments on their *Mutual Fund Record*, shown later. They show the return of capital distributions from Mutual Fund S and the reinvested dividends from Mutual Fund R. They do not show the exempt-interest dividends from Mutual Fund X because those dividends do not reduce their basis in the shares.

The Martins keep this record with their mutual fund documents, and they use it to report their 1999 sale of Mutual Fund S.

Preparing the return. The Martins first use their two Forms 1099-DIV to figure the dividend income to report on Schedule B. They

then use their Form 1099-B and their *Mutual Fund Record* to figure the gain from the sale of Mutual Fund S to report on Schedule D.

Schedule B, Part II. On line 5, Robert and Janice list the \$265 ordinary dividends from Mutual Fund R and the \$237 ordinary dividends from Green Publishing Company (from box 1 of Forms 1099-DIV). They enter the total of \$502 on line 6 and also on line 9 of Form 1040.

Schedule D, Part II. Robert and Janice enter the \$61 capital gain distribution from Mutual Fund R (from box 2a of Form 1099-DIV) on line 13, column (f). They do not make an entry in column (g) of line 13 because Mutual Fund R did not indicate that any of the capital gain distribution was a 28% rate gain distribution (box 2b of Form 1099-DIV).

They report the sale of their shares in Mutual Fund S on line 8 because they owned the shares for more than one year. They use the information from their *Mutual Fund Record* to complete columns (a), (b), and (e). After adjustment for their return of capital distributions, their basis in column (e) is \$1,978 (\$9.89 per share). They use their Form 1099-B to complete columns (c) and (d). Their sales price in column (d) (the gross proceeds shown in box 2 of Form 1099-B) is \$3,228 (\$16.14 per share). Their gain of \$1,250 is entered in column (f). They do not make an entry in column (g) because the gain was not 28% rate gain.

Robert and Janice add the amounts on lines 8 and 13 and enter their net long-term capital gain of \$1,311 on line 16. Because lines 16 and 17 are gains, they compute their tax using Part IV of Schedule D (not shown).

Table 2. **Mutual Fund Record**

Mutual Fund	Acquired ¹			Adjustments to Basis Per Share					Adjusted ² Basis Per Share	Sold or redeemed	
	Date	Number of Shares	Cost Per Share							Date	Number of Shares
MUTUAL FUND S	7-10-85	200	10.00	12-31-87 (.05)	12-31-88 (.02)	12-31-96 (.04)			9.89	10-7-99	200
MUTUAL FUND X	4-16-97	87.54	29.70								
MUTUAL FUND R	6-6-99	153.16	24.81								
	12-30-99	13.03	25.01								

¹ Include shares received from reinvestment of dividends.

² Cost plus or minus adjustments.

**SCHEDULE D
(Form 1040)**

Department of the Treasury
Internal Revenue Service

Capital Gains and Losses

▶ Attach to Form 1040. ▶ See Instructions for Schedule D (Form 1040).
▶ Use Schedule D-1 for more space to list transactions for lines 1 and 8.

OMB No. 1545-0074

1999

Attachment
Sequence No. **12**

Name(s) shown on Form 1040

ROBERT A. and JANICE P. MARTIN

Your social security number

123 : 00 : 4567

Part I Short-Term Capital Gains and Losses—Assets Held One Year or Less

(a) Description of property (Example: 100 sh. XYZ Co.)	(b) Date acquired (Mo., day, yr.)	(c) Date sold (Mo., day, yr.)	(d) Sales price (see page D-5)	(e) Cost or other basis (see page D-5)	(f) GAIN or (LOSS) Subtract (e) from (d)
1					
2 Enter your short-term totals, if any, from Schedule D-1, line 2			2		
3 Total short-term sales price amounts. Add column (d) of lines 1 and 2			3		
4 Short-term gain from Form 6252 and short-term gain or (loss) from Forms 4684, 6781, and 8824					4
5 Net short-term gain or (loss) from partnerships, S corporations, estates, and trusts from Schedule(s) K-1					5
6 Short-term capital loss carryover. Enter the amount, if any, from line 8 of your 1998 Capital Loss Carryover Worksheet					6 ()
7 Net short-term capital gain or (loss). Combine lines 1 through 6 in column (f) ▶					7

Part II Long-Term Capital Gains and Losses—Assets Held More Than One Year

(a) Description of property (Example: 100 sh. XYZ Co.)	(b) Date acquired (Mo., day, yr.)	(c) Date sold (Mo., day, yr.)	(d) Sales price (see page D-5)	(e) Cost or other basis (see page D-5)	(f) GAIN or (LOSS) Subtract (e) from (d)	(g) 28% RATE GAIN or (LOSS) * (see instr. below)
8 200 Shares MUTUAL FUND S	7-10-85	10-7-99	3,228	1,978	1,250	
9 Enter your long-term totals, if any, from Schedule D-1, line 9			9			
10 Total long-term sales price amounts. Add column (d) of lines 8 and 9			10 3,228			
11 Gain from Form 4797, Part I; long-term gain from Forms 2439 and 6252; and long-term gain or (loss) from Forms 4684, 6781, and 8824					11	
12 Net long-term gain or (loss) from partnerships, S corporations, estates, and trusts from Schedule(s) K-1					12	
13 Capital gain distributions. See page D-1					13 61	
14 Long-term capital loss carryover. Enter in both columns (f) and (g) the amount, if any, from line 13 of your 1998 Capital Loss Carryover Worksheet					14 () ()	
15 Combine lines 8 through 14 in column (g)					15	
16 Net long-term capital gain or (loss). Combine lines 8 through 14 in column (f) ▶ Next: Go to Part III on the back.					16 1,311	

* 28% Rate Gain or Loss includes all "collectibles gains and losses" (as defined on page D-5) and up to 50% of the eligible gain on qualified small business stock (see page D-4).

How To Get More Information

You can order free publications and forms, ask tax questions, and get more information from the IRS in several ways. By selecting the method that is best for you, you will have quick and easy access to tax help.

Free tax services. To find out what services are available, get Publication 910, *Guide to Free Tax Services*. It contains a list of free tax publications and an index of tax topics. It also describes other free tax information services, including tax education and assistance programs and a list of TeleTax topics.

 **Personal computer.** With your personal computer and modem, you can access the IRS on the Internet at www.irs.gov. While visiting our web site, you can select:

- *Frequently Asked Tax Questions* (located under *Taxpayer Help & Ed*) to find answers to questions you may have.
- *Forms & Pubs* to download forms and publications or search for forms and publications by topic or keyword.
- *Fill-in Forms* (located under *Forms & Pubs*) to enter information while the form is displayed and then print the completed form.
- *Tax Info For You* to view Internal Revenue Bulletins published in the last few years.
- *Tax Regs in English* to search regulations and the Internal Revenue Code (under *United States Code (USC)*).
- *Digital Dispatch* and *IRS Local News Net* (both located under *Tax Info For Business*) to receive our electronic newsletters on hot tax issues and news.
- *Small Business Corner* (located under *Tax Info For Business*) to get information on starting and operating a small business.

You can also reach us with your computer using File Transfer Protocol at [ftp.irs.gov](ftp://ftp.irs.gov).

 **TaxFax Service.** Using the phone attached to your fax machine, you can receive forms and instructions by

calling **703-368-9694**. Follow the directions from the prompts. When you order forms, enter the catalog number for the form you need. The items you request will be faxed to you.



Phone. Many services are available by phone.

- *Ordering forms, instructions, and publications.* Call **1-800-829-3676** to order current and prior year forms, instructions, and publications.
- *Asking tax questions.* Call the IRS with your tax questions at **1-800-829-1040**.
- *TTY/TDD equipment.* If you have access to TTY/TDD equipment, call **1-800-829-4059** to ask tax questions or to order forms and publications.
- *TeleTax topics.* Call **1-800-829-4477** to listen to pre-recorded messages covering various tax topics.

Evaluating the quality of our telephone services. To ensure that IRS representatives give accurate, courteous, and professional answers, we evaluate the quality of our telephone services in several ways.

- A second IRS representative sometimes monitors live telephone calls. That person only evaluates the IRS assistant and does not keep a record of any taxpayer's name or tax identification number.
- We sometimes record telephone calls to evaluate IRS assistants objectively. We hold these recordings no longer than one week and use them only to measure the quality of assistance.
- We value our customers' opinions. Throughout this year, we will be surveying our customers for their opinions on our service.



Walk-in. You can walk in to many post offices, libraries, and IRS offices to pick up certain forms, instructions, and publications. Also, some libraries and IRS offices have:

- An extensive collection of products available to print from a CD-ROM or photocopy from reproducible proofs.

- The Internal Revenue Code, regulations, Internal Revenue Bulletins, and Cumulative Bulletins available for research purposes.



Mail. You can send your order for forms, instructions, and publications to the Distribution Center nearest to you and receive a response within 10 workdays after your request is received. Find the address that applies to your part of the country.

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The CD-ROM can be purchased from National Technical Information Service (NTIS) by calling **1-877-233-6767** or on the Internet at www.irs.gov/cdorders. The first release is available in mid-December and the final release is available in late January.

IRS Publication 3207, *Small Business Resource Guide*, is an interactive CD-ROM that contains information important to small businesses. It is available in mid-February. You can get one free copy by calling **1-800-829-3676**.

